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### **CLIENT OBJECTIVE:**

To hire a highly-motivated, intelligent, professional and energetic Personal Assistant for a busy Wall Street Executive. Must have a keen eye for detail and superior organizational skills. This is a very busy, extremely challenging position that requires a true "24/7" mentality. Extensive international travel and candidates who speak fluent French are preferred

### **RESIDENCE AND FAMILY DESCRIPTION:**

Large townhouse on the Upper East Side in New York City.

### **GENERAL RESPONSIBILITIES:**

- Understand the geography of the principals' travels – calculate the timing of meeting locations and offer logical suggestions for the best use of time.
- Complete multiple tasks simultaneously and in a logical sequence, even in situations where there may be pressure and little time available.
- Coordinate daily activities and workflow and utilize effective time management skills to ensure key activities are accomplished promptly and accurately. Manage calendar; maximize employer's time by maintaining appointment calendar and prioritizing and monitoring task lists and call lists. Track all pertinent information needed for meetings and appointments; confirm, schedule and reschedule appointments as needed.
- Anticipate the principals' needs to help shape thoughtful actions.
- Assume ownership of work; think strategically and be resourceful.
- Coordinate all aspects of domestic and international travel including documentation, ground transportation, in flight catering and accommodations.
- Travel with the principal out of the country frequently and/or independently as necessary.
- Prepare and update list of daily activities for the principal to include a daily call sheet and calendar; prepare daily "end of day" report and recap. Regularly meet with the principal to give updates and discuss issues.
- Manage and update a current database that includes friends, business contacts, and relatives. This database should include phone numbers, addresses and birthdays and other special events.
- Represent principals in a professional manner at all times.
- Run errands, both business and personal.
- Provide meeting preparation for principal.
- Manage incoming calls, mail, email, FedEx, etc.
- Prepare correspondence, compose emails and memos.

### **CHARACTER SKETCH:**

- Strong work ethic, courteous, honest and responsible with a service heart.
- Excellent verbal and written communication skills. Communication with the principal should be clear and concise. Fluency in French strongly preferred.
- Ability to multi-task and work efficiently to ensure all work and requests from the principal are processed expeditiously.
- Ability to disseminate information and act accordingly in a very fast-paced environment.
- Coordinating the upkeep of guest apartments.
- High sense of esthetics.